

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	165
SUPERVISOR:	Enforcement Lieutenant/Sergeant	SALARY RANGE:	ACO
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Conduct investigations and carry out enforcement of state laws and County ordinances relating to animal control issues within the County. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Investigate citizen complaints involving animal-related problems including animal bites, nuisance complaints, and reports of strays, livestock kills and inhumane treatment of animals. Tranquilize, quarantine animals and/or dispose of carcasses as appropriate.

Assist the Sheriff with the investigation of criminal laws associated with dog control, animal neglect and abuse issues and as specified in statute or by County Ordinance. Issue criminal citations related to animal control statutes.

Apprehend stray animals that are a health hazard to the public. Locate animal owner or transport animals to the animal control shelter.

Respond to complaints, inquiries and requests for services. Provide for community information and education programs, including making presentations at local community groups.

Maintain animal shelter and grounds. Repair and maintain facilities. Clean kennels, feed and care for animals. Provide basic oversight and coordinate staff, volunteers and/or inmates assigned to assist with shelter operations. Compile and maintain appropriate records required by animal shelter.

Recommend and implement policies, procedures and processes to ensure State and local laws and ordinances pertaining to animal control and licensing are enforced.

Work with Sheriff's Office administration to prepare annual estimated personnel, supplies and equipment costs and recommend annual budget.

As requested, coordinate issues regarding the management of the Animal Shelter by the Humane Society. Work cooperatively and effectively with the Humane Society as needed and report any issues for resolution to the Sheriff and/or designee.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure compliance to rules and procedures by shelter staff.

SUPERVISORY RESPONSIBILITIES: Limited supervision of shelter staff, volunteers and inmate workers. Supervision includes coordination and monitoring of work schedules, relaying and monitoring assigned work and reporting performance issues to the Sergeant/Lieutenant.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of an Enforcement Lieutenant and/or Sergeant who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma plus additional specialized courses in the field and four years related work experience which includes some supervisory experience. Any satisfactory combination of education and experience which demonstrates the ability to perform the above duties may be satisfactory.

CERTIFICATES, LICENSES, REGISTRATIONS: Ability to obtain and retain Limited Deputy Commission. Possession of, or ability to obtain within two months of hire, state certification to euthanize animals and certification for operation of the crematorium. Possession of an appropriate motor vehicle operator's license and must be insurable under the County's liability insurance policy.

SPECIAL NECESSARY REQUIREMENTS: Must be free of criminal convictions which would affect appointment to enforce the related ordinances/statutes or which would violate any other County policy.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of shelter management, animal care, behavior and handling, including rabies control and prevention, disease recognition and humane euthanasia and animal related laws. General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of safety rules and practices pertaining to animal control. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee will be required to restrain large, unruly animals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions on all types of terrain. The noise level in the work environment is usually loud. Operation of motorized vehicles, firearms and euthanasia/cremation equipment may expose position to unusual hazards. Approximately 40% of time involves operation of motor vehicles.